



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. Box 2120

Richmond, Virginia 23218-2120

SNP Memo #07-08-11

To: Directors, Supervisors, and Contact Persons
School Nutrition Programs

From: Lynne A. Fellin, Acting Director
School Nutrition Programs 

Date: October 11, 2007

SUBJECT: 60 Day Claim Submission Deadlines

Federal regulations governing the National School Lunch and School Breakfast Programs require that claims for reimbursement be submitted to the state agency within 60 days. Claims must be submitted for processing in the School Nutrition Program Web system (SNPWeb) no later than 60 days following the last day of the month for which the claim is made. Original claims or upward revisions of previously submitted claims that are not submitted in SNPWeb prior to the 60 day deadline are not eligible for reimbursement. Downward claim revisions have no time limit.

A school food authority may request a waiver to the 60 day deadline once in a 36-month period. The SFA must request the waiver in writing to the state agency director. A written response will be sent to the division documenting the waiver.

The 60-day time limits for each month are as follows:

January	April 1 (Leap Year March 31)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (Leap Year February 29)

Questions regarding claim submissions should be directed to the school nutrition program specialist assigned to the division, or Lynne Fellin, acting director, at (804) 225-2074.